adm - 12.6

Approved For Release 2001/08/07 : CIA-RDP71B00529R000100180015-9

DD/S&T 4588-68

26 November 1968

MEMORANDUM FOR: RMO/OCS
RMO/OEL
RMO/OSA
RMO/OSP
RMO/ORD
RMO/FMSAC
RMO/OSI
RMO/O/DD/S&T

SUBJECT : CIA Cable Reference File

1. The Cable Secretariat is currently conducting a survey on a) the requirements of Agency units for service from the reference file, b) to determine a firm retention period for the paper copy portion of the file covering the period 1 July 1963 to the present date, and c) to determine the desired retention period for CIA cables placed in the reference file from this date. The paper copy file contains 1,800,000 cables and occupies approximately 700 cubic feet of storage space in the Records Center. The remainder of the file is on microfilm, dating from 1941 thru 30 June 1963.

2. This study is being made to determine the cost and feasibility of reverting to microfilm storage to relieve the critical space problem at the Records Center. A decision to restore a microfilm program will depend largely on the cost of the program and a confirmed need by the Direcorates for reference service from the Cable Secretariat.

3. As the DD/S&T Records Management Officer, I have been requested to provide the following information:

a) Our requirements for reference service (if none, please so state)

b) The time span within which you will require retrieval of cables (5 years, 10 years, 15 years, etc.)

c) Desired retention period for CIA cables irrespective of the manner (hard copy, microfilm, other) in which the file is maintained

d) Comments on present service

Approved For Release 2001/08/07 : CIA-RDP71B00529R000100180015-9

Approved For Release 2001/08/07 : CIA-RDP71B00529R000100180015-9

To give each of you an idea of the time span of current cable retrieval, a breakdown of reference requests, which was provided by the Cable Secretariat, processed during October 1968 is attached.

4. In order for me to give a meaningful contribution for this Directorate, each of you is asked to provide the answers to the above information by 6 January 1969. So that we may not overlook anyone, I would suggest that your reports be thoroughly coordinated within your respective Office. Our Directorate response will definitely have an impact on whether there will be in the future the availability or non-availability of a cable reference service.

5. Please call me on extension 7787 if additional information is needed.

25X1A

[redacted]

DD/S&T Records Management Officer

Approved For Release 2001/08/07 : CIA-RDP71B00529R000100180015-9

Approved For Release 2001/08/07 : CIA-RDP71B00529R000100180015-9

Attachment

Copies Furnished During October 1968

From Message Center files covering the current 6-15 month period	151
From "Inactive Records" recalled from the Records Center covering a period July 1963 to March 1967	145
From Headquarters film file covering a period 1943 - 1963.	355
From Headquarters film file OWI/OSS covering a period 1941 - 1945	8
TOTAL	659

Directorates Serviced

DDP	657 (RI, Operating Divisions and Staffs)
DDS	2 (1 each COMMO and SECURITY)
DDS&T	0
DDI	0
Total	659

Approved For Release 2001/08/07 : CIA-RDP71B00529R000100180015-9